

## **ELECTRONIC MAIL AND INTERNET USE BY PERSONNEL**

### Electronic Information Resources –

All district electronic information resources are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using the electronic mail systems.

Users of district E-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system and the internet, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of an administrator is prohibited.

The district retains the right to review, store and disclose all information sent and received over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Electronic mail sent or received by the Board, the district, or the district's employees may be considered a public record subject to public disclosure or inspection. All Board and system electronic mail communications and internet use history may be monitored at any time. In addition, the school district will install spam filtering software on its network in an attempt to prevent obscene, pornographic, or otherwise inappropriate emails from entering the network. Any Plainfield Public Schools faculty/staff or student who receives threatening or unwelcome communications should bring them to the attention of an administrator.

Plainfield Public School system electronic information resources are prohibited from being used for the following purposes:

1. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any town ballot.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Engaging in practices that threaten the network (e.g. loading files that may introduce a virus).
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, documents, or files.
8. Intentionally wasting limited resources.
9. Sending or displaying offensive messages or pictures.
10. Employing the network for commercial purposes.
11. Violating regulations prescribed by the network provider.

12. Illegal use or vandalism.
13. On-line commerce.
14. Private gain and/or personal business.
15. Other behaviors in violation of district policy or regulations, or state & federal laws.

The Superintendent will ensure that all district employees have notice of this policy and related Policy 6027 Acceptable Use of Computerized Communication Products and Services and that each district employee is given an acknowledgment form to sign stating that they have received and read the policy.

Adopted: 3/10/99

Revised: 8/10/05

Revised: 4/9/08